



UNITED STATES PROBATION OFFICE – DISTRICT OF KANSAS

444 Southeast Quincy

Room 375

Topeka, KS 66683

www.ksp.uscourts.gov

Supervising United States Probation Officer

Vacancy Announcement #TO 23-25

Position Title: Supervising United States Probation Officer (SUSPO)
Position Type: Full-Time Permanent
Location: Topeka, Kansas
Salary Range: \$94,445- \$153,511 (CPS 30)*
*Starting salary is commensurate with qualifications and based upon Court Personnel System (CPS) [guidelines](#). Previous federal government service or professional background providing extensive specialized experience may qualify an applicant for salary placement above step 01 of the appropriate classification level.
Open Date: December 26, 2023
Closing Date: January 22, 2024

POSITION OVERVIEW

The SUSPO performs supervisory work related to the full range of probation and pretrial services officer duties, which primarily include directing officers assigned to the monitoring, investigation, and supervision of offenders and defendants. The SUSPO has district-wide responsibilities in his/her area of expertise and will fill a key leadership role within the district, serving as a member of the district's management team.

The District of Kansas is an evidence-based organization, meaning that work is approached in a manner that has been empirically researched and proven to have measurable positive outcomes for defendants and offenders.

REPRESENTATIVE DUTIES

- Supervises officers within the Pretrial and Presentence Units, with potential for supervision of other units either primarily or as a backup.
- Assigns and schedules work within the unit.
- Reviews and evaluates work in the unit to ensure accuracy, quality, timeliness, and adherence to statutes, judiciary and court policies, procedures, and guidelines.
- Confers regularly with probation officers; provides direction and assistance to the officers toward improving their supervision, investigation, and writing skills.
- Assists probation officers in meeting the needs of offenders and defendants with complex problems and circumstances; provides leadership in the development of sentencing alternatives, utilization of community resources, and the application of professionally sound case management principles.
- Assesses the adjustment of individuals under supervision in consultation with the assigned probation officer and assists in decision-making for recommendations for early termination, modification or extension of supervision, and revocation of supervision.
- Assures continuing staff development by recommending and, in consultation with the Training Coordinators and senior management, planning and implementing training programs in the district.

- Mentors and trains specialists and officers. Responsible for preparing staff to seek future promotion opportunities, special project assignments, and professional development.
- Assumes responsibility in unusually sensitive or complex cases, and in urgent matters arising in a subordinate's caseload.
- Conducts staff meetings to identify operational needs, and to develop appropriate solutions.
- Evaluates the performance of probation officers in the unit on a systematic and regular basis.
- Acknowledges the District of Kansas as an evidence-based organization and supports evidence-based practices.
- Utilizes evidence-based principles to consistently evaluate and improve organizational performance.
- Shares with other managers the responsibility of promoting staff morale and encouraging loyalty, interest, enthusiasm, and a positive work environment.
- Serves as a major communication catalyst and as a link between line staff and senior management, assuring implementation of administrative direction while concurrently providing information to senior management for future action.
- Develops understanding and cooperative relationships with judges, members of the court family, other law enforcement, community service agencies and the public.
- Supervises field travel to include review and approval of all travel vouchers of officers in the unit.
- Represents the Probation Office and the Court at meetings, seminars, and conferences. Makes formal presentations to interested groups. Utilizes external resources and organizations such as the United States Sentencing Commission and the Administrative Office of U.S. Courts to improve policies and procedures in the District of Kansas.
- Assists senior management in the formulation and modification of office management policies.
- Performs related duties as required by the Chief Probation Officer, Deputy Chief Probation Officer and Assistant Deputy Chief Probation Officer.

REQUIRED EXPERIENCE AND QUALIFICATIONS

To qualify for a supervisor position, an individual must:

- Meet the job qualification standards applicable to positions for the highest level of work effectively supervised.
- Have specialized experience that included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:
 1. skill in dealing with others in person-to-person relationships,
 2. the ability to exercise mature judgment, and
 3. knowledge of basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit.
- Have three years of specialized experience, including at least one year as a U.S. Probation Officer.

PREFERRED QUALIFICATIONS

The successful applicant will have:

- An advanced degree from an accredited university relevant to corrections or management.
- Five years of federal probation office experience with a proven track record of technical excellence in investigations and supervision.
- Knowledge and/or experience with evidence-based practices.
- Previous management experience, education, or training such as the Federal Judicial Center's Leadership Development Program, relevant to probation office operations.
- Demonstrated ability to work effectively in a team environment. Capability of dealing skillfully with others in professional work relationships.

- A service viewpoint recognizing the need for contributions to the local and national systems. Commitment to following the mission, vision, and guiding principles of the U.S. Probation Office and its Charter for Excellence.

BENEFITS

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation during years 4-14
3. 26 days paid vacation annually with 15 years of service
4. 13 days paid sick leave annually
5. 11 paid federal holidays
6. Participation in the Federal Employees Retirement System
7. Participation in the Thrift Savings Plan (TSP) with government match up to 5%
8. Health, Dental, Vision, Group Life, and Long-Term Care Insurance Plans
9. Participation in the Flexible Benefits Program for Health and Dependent Care
10. Up to 12 weeks of Paid Parental Leave for eligible employees
11. Participation in Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
12. Student loan forgiveness for qualified individuals, pursuant to the terms of the [PSLF](#) program
13. Free parking
14. Free onsite fitness center

APPLICATION PROCEDURE

To apply for this position, applicants must submit the following application materials in a single Adobe PDF document via email to hr@ksd.uscourts.gov.

1. cover letter describing your leadership style, familiarity with evidence-based practices, and how your particular skills and experience relate to the position,
2. professional resume, and
3. [Federal Judicial Branch Application for Employment](#)

Form AO-78: separate forms available for PC and Mac users

* Current District of Kansas employees do not need to submit the AO 78 application form.

* You SHOULD respond to questions 18, 19, and 20 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

EVALUATION PROCESS

Applicants will be evaluated initially against their experience and educational background to determine if they meet minimum qualifications. Eligible applicants will be screened and rated as to experience, education, and training. Applicants may be required to respond to written assignments and undergo testing during the selection process. Interviews will be conducted during the selection process. Interviews are tentatively scheduled for January 31, 2024 in Topeka, Kansas.

ADDITIONAL INFORMATION

The U.S. Probation Office reserves the right to modify or withdraw this job announcement without prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. Probation Office requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals selected for an interview. Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER